

INTRODUCING...



Electronic Taxpayer Service Center *www.taxpayerservicecenter.com*

A new, secure and convenient way
to pay and view your taxes online.
Best of all, it's free!

A service of the
Government of the District of Columbia
Office of the Chief Financial Officer
Office of Tax and Revenue



eTSC is a free Internet site where businesses can file certain District of Columbia tax returns electronically, make payments online, and view up-to-date tax account data. The following tax types are included in the eTSC:

- Corporate Estimated Franchise
- Unincorporated Business Estimated Franchise
- Employer Withholding (Monthly)
- Sales and Use (Monthly)

Future improvements will provide additional tax account accessibility and filing capabilities.

Office of Tax and Revenue • 941 North Capitol Street, NE
Washington, DC 20002 • (202) 727-4TAX (4829)
www.dc.gov

How does the eTSC work?

Enter the eTSC site at www.taxpayerservicecenter.com, download a registration form and follow the mailing instructions. Once the registration is received and processed, the registrant will be sent a user ID and password by secure e-mail allowing access to the eTSC. With the ID and password, the service center can be accessed immediately and is available 24 hours a day, seven days a week. This free service is also available via District of Columbia government Web sites at www.dc.gov

Which taxes can be filed using eTSC?

Businesses can file the following returns online and related account information can be viewed:

- Employer Withholding Tax Monthly Return (Form FR-900M)
- Sales and Use Tax Monthly Return (Form FR-800M)
- Declaration of Estimated Franchise Tax for Corporations (Form D-20ES)
- Declaration of Estimated Franchise Tax for Unincorporated Businesses (Form D-30ES)

The business receives immediate confirmation upon filing, as well as an electronic image of each return and form submitted that can be downloaded.

N

How can I make payments using eTSC?

Businesses have the following options for filing and paying their taxes:

- Electronic Funds Transfer / Automated Clearinghouse Debit — available to all businesses that provide a bank routing number when they sign up.
- Credit Cards — an alternative and convenient method of payment. A convenience fee is charged by the credit card processing company.
- Mail — still available as an option to businesses even if they file electronically.

IMPORTANT

- Include only estimated tax payments with your franchise tax declaration voucher.
- The tax rate is 9.975%.
- Complete items in each voucher.
- Enter whole dollar amounts — do not use cents. Round all amounts to the nearest dollar.

1. WHO MUST FILE — District of Columbia declaration of estimated franchise tax vouchers for unincorporated businesses must be filed by every unincorporated business that expects its DC franchise tax liability to exceed \$1,000 for the taxable year.

2. WHEN TO FILE DECLARATION VOUCHERS

A. Calendar year taxpayers — Your declaration vouchers must be filed by the following dates:

Voucher No. 1: April 15

Voucher No. 2: June 15

Voucher No. 3: September 15

Voucher No. 4: December 15

INSTRUCTIONS

B. Fiscal year taxpayers — Your declaration vouchers must be filed by the following dates:

Voucher No. 1: The fifteenth day of the fourth month of your taxable year.

Voucher No. 2: The fifteenth day of the sixth month of your taxable year.

Voucher No. 3: The fifteenth day of the ninth month of your taxable year.

Voucher No. 4: The fifteenth day of the twelfth month of your taxable year.

If any due date falls on a Saturday, Sunday, or a legal holiday, the voucher is due on the next business day.

If you have any DC tax credit to carry forward from the previous year, file Voucher No. 1 by the due date even if no payment is due.

3. PAYMENT OF ESTIMATED TAX — Your estimated franchise tax may be paid in full with Voucher No. 1 or in four installment payments.

Installment payments are due with the vouchers on the dates previously indicated in item 2.

The declaration of estimated franchise tax vouchers for unincorporated businesses allow you to apply any DC tax credit from the previous year either entirely to the first installment payment or partially to each of the four installment payments. If you apply the entire credit to the first installment payment, enter the amount of the credit on Line 4, Voucher No. 1. If the credit is to be applied partially to each of the four installment payments, enter on Line 4 of each voucher the portion of the credit to be applied to the period for which you are filing.

Make your check or money order payable to the *DC Treasurer* and mail it with your declaration voucher to the Government of the District of Columbia Unincorporated Business Estimated Tax, PO Box 96020, Washington, DC 20090-6020. Please write on your payment “D-30ES” the voucher number, your Federal Employer Identification Number/SSN and the tax year.

4. INCREASES IN ESTIMATED FRANCHISE

TAX — If initially you are not required to file a declaration but later in the taxable year your estimated franchise tax liability increases to an amount greater than \$1,000, the dates for filing are:

A. Calendar year taxpayers:

June 15, September 15, and December 15, if the increase occurs between April 1 and May 31 of the taxable year.

September 15 and December 15, if the increase occurs between June 1 and August 31 of the taxable year.

December 15, if the increase occurs between September 1 and November 30 of the taxable year.

B. Fiscal year taxpayers:

The 15th day of the sixth, ninth and twelfth months of your tax year, if the increase occurs after the last day of the third month of your tax year and before the first day of the sixth month of your tax year.

The 15th day of the ninth and twelfth months of your tax year, if the increase occurs after the last day of the fifth month of your tax year and before the first day of the ninth month of your tax year.

The 15th day of the twelfth month of your tax year, if the increase occurs after the last day of the eighth month of your tax year and before the first day of the twelfth month of your tax year.

5. AMENDED DECLARATION — If your estimated franchise tax liability substantially increases or decreases after you have filed a declaration voucher, you should amend subsequent vouchers, to reflect this by adjusting your installment payments. File the amended vouchers on or before the scheduled filing dates.

6. UNDERPAYMENT OF ESTIMATED TAX — A charge of 10% per year, compounded daily, is imposed on underpayments of estimated franchise tax installment payments.

The charge will be computed from the due date of the installment payment to the last day of the month in which the payment is made or the due date of the return, whichever is earlier.

This charge is in addition to the penalty imposed for false statements under DC Code §22-2514 if any statement made on the voucher is not true, accurate and complete to the best of the declarant's information, knowledge and belief.

7. DISHONORED CHECK — \$65 is charged for each dishonored check issued to the District of Columbia.

Please Check One:
☐ Unincorporated Business
☐ Corporation

CHANGE OF ADDRESS

If you have moved, please complete this form and mail it to the Government of the District of Columbia, Office of Tax and Revenue, PO Box 470, Washington, DC 20044-0470.

FEDERAL EMPLOYER IDENTIFICATION NUMBER/SSN		BUSINESS NAME AND NEW ADDRESS
DATE MOVED		
PREVIOUS BUSINESS ADDRESS	PREVIOUS MAILING ADDRESS	NEW MAILING ADDRESS
PERSON TO CONTACT AND PHONE NUMBER		

For all other changes, call Customer Service Administration (202) 727-4TAX (4829).



Government of the
District of Columbia

2003

D-30ES Unincorporated Business Declaration of Estimated Franchise Tax



OFFICIAL USE

0 3 0 3 0 0 2 1 0 0 0 0

FEDERAL EMPLOYER I.D. NUMBER

SSN (If self employed)

PERIOD ENDING (MM/DD/YYYY)

VOUCHER #

BUSINESS NAME ☐ Fill in the oval if your address is different from your last return

MAILING ADDRESS LINE 1

MAILING ADDRESS LINE 2

CITY

STATE

ZIP CODE

DOLLARS ONLY

1. TOTAL ESTIMATED
TAX FOR THIS YEAR

2. CREDIT CARRIED
FORWARD FROM
PREVIOUS YEAR

3. AMOUNT OF TAX DUE
THIS INSTALLMENT

4. AMOUNT OF CREDIT
TO BE APPLIED TO
THIS INSTALLMENT

5. AMOUNT OF THIS
INSTALLMENT
PAYMENT (Line 3
minus Line 4)

D-30ES P1

Unincorporated Business Declaration of Estimated Franchise Tax

Make check or money order payable to DC Treasurer.

TAXPAYER NAME _____

FEDERAL EMPLOYER ID NUMBER/SSN _____



PLEASE SIGN HERE	Under penalties of law, I declare that this declaration, to the best of my knowledge, is correct. If prepared by a person other than the taxpayer, this declaration is based on all information available to the preparer.			TELEPHONE NUMBER
	OWNER'S SIGNATURE _____	TITLE _____	DATE _____	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
PAID PREPARER ONLY	PREPARER'S SIGNATURE (if other than taxpayer) _____			DATE _____
	FIRM NAME _____			PREPARER'S FEIN, SSN OR PTIN
	FIRM ADDRESS _____			<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

Mail voucher and payment to: Government of the District of Columbia, Unincorporated Business Estimated Tax, PO Box 96020, Washington, DC 20090-6020.
Make check or money order payable to the DC Treasurer. Include your Federal Employer ID Number/SSN, D-30ES and tax year on your payment.